

# WASHINGTON MILITARY DEPARTMENT

*"Citizens Serving Citizens With Pride & Tradition"*

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*Civilian Job Opportunity*  
**CIVIL ENGINEER 2 - Project**  
(Job Class 60520)

**CLOSES:** Open until filled, applicants encouraged to apply by  
December 15, 2006  
**SALARY:** Range 55, \$3,628 - \$4,643 per month, depending on qualifications  
**LOCATION:** Olympia, WA  
**RECRUITMENT#:** DR-06-043-OC

The Washington Military Department's Emergency Management Division anticipates hiring two to four project Civil Engineers to support disaster recovery efforts related to the November 2006 flooding. These positions are anticipated to last 18 to 24 months. Appointments may end prior to or extend beyond the funding date based on disaster related program needs.

**Please Note:** It is anticipated that these positions will be initially be located in Olympia. When the Recovery Field Office closes, these positions may be reassigned to the Camp Murray facility. Candidates must be able to work both in Olympia and Tacoma (near Fort Lewis).

## **AGENCY OVERVIEW**

The Washington Military Department has three major operational divisions: Army National Guard, Air National Guard and Emergency Management. These divisions utilize state and federal resources to perform homeland defense, homeland security, and emergency mitigation, preparedness, response and recovery activities. The Department has a strong culture of service. Our mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour a day basis and to provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions.

## **DIVISION MISSION**

The mission of the Emergency Management Division in Washington State is to minimize the impacts of emergencies and disasters on the people, property, environment, and the economy of Washington State. To learn more information about the Emergency Management Division, visit our website at [emd.wa.gov](http://emd.wa.gov).

## **KEY RESPONSIBILITIES**

- Within the Emergency Management Division, performs professional engineering duties with the statewide disaster recovery programs including the review of plans and specifications and bid tabulations, and review of final project completion.
- Works in the Public Assistance Program with disaster-impacted clients, professional emergency management staff and other engineering staff.
- Monitors construction projects and financial records; prepares damage descriptions, scopes of work and repair estimates for damaged public facilities; conducts site inspections to damaged facilities before, during and after construction; inspects facilities to verify completion of funding conditions;
- Prepares monitoring reports documenting progress, identifies changes requiring amendments to funding documents; and preparation of revisions to funding documents.
- Provides engineering expertise and support to applicants on grant and public works requirements and processes.
- Works independently and uses sound judgment to make final inspections of projects and complete final financial review of claimed costs. Prepares final inspection reports and supporting documentation for final federal approval of funding claims.

## **CONDITIONS OF EMPLOYMENT**

- While the Joint Field Office is in operation this position may require the ability to work at geographically separate locations throughout the state up to 75 percent of the time (which includes occasional overnight stays) to conduct on-site inspections of damaged public facilities, including field work on irregular terrain and adverse weather conditions, and to travel to applicant offices for planning and monitoring visits during all phases of construction and the final inspection. After the Joint Field Office closes down travel time may decrease to approximately 20 percent of the time.
- Normal working hours are 8 am – 5 pm, Monday through Friday, for a 40 hour work week.
- When the State Emergency Operations Center is activated or when temporary field offices are opened, this position may be required to work in an alternate location with rotating shifts, including weekends and evenings, in a highly stressful and high paced environment. This may include extended over night stays in geographically separate locations throughout the state.
- This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees, or arrange to pay to that union a fee equivalent to its regular monthly dues. The union shop provision shall be effective on the first day of the month following the employee's initial 30 days in this classification

## **REQUIRED QUALIFICATIONS**

A Bachelor's degree with major study in civil engineering; provided that registration as an engineer-in-training may be substituted for college degree.

AND

One year of professional civil engineering work, subsequent to required graduation or registration.

## APPLICATION PROCESS

Individuals interested in applying for this position should submit the following to [disasterjobs@mil.wa.gov](mailto:disasterjobs@mil.wa.gov)

1. A current [Washington State Application](#).
2. A list of at least three employment references which includes your two most recent supervisors and one peer.

Electronic application packets are preferred. Individuals who are not able to submit electronically may submit a hard copy to:

Jennifer Swidler, Human Resource Consultant  
Camp Murray, Bldg. # 33  
Tacoma WA 98430-5006  
Voice/Message (253) 512-7942  
Fax (253) 512-7808

***The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.***